



Annual Report Fiscal Year 2017

Federal Executive Board of Minnesota

Collaborate

Develop

Prepare



“Although each executive agency and its field organizations have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities.”

President John F. Kennedy
November 13, 1961



As FY17 comes to a close for the Minnesota Federal Executive Board, the word *“Transition”* comes to mind. Throughout this past year Federal Agencies and Federal Employees have been responding to the change and adjustments of a new Administration.

In his 2017 proclamation of Public Service Recognition Week, President Trump said of civil servants:

“During Public Service Recognition Week, we express gratitude for our civil servants. Their daily effort keeps our Government functioning and helps make our Nation exceptional.”

And

“At all levels of government, our public servants put our country and our people first.”

Even though changes are taking place, the Minnesota Federal Executive Board continues to focus and support:

- 1. Our Vision Be a catalyst for better government.
- 2. Our Mission Increase the effectiveness of the federal government by strengthening coordination of government activities
- 3. Our Principles Service, Integrity, and Excellence

As the Minnesota Federal Executive Board *transitions* into FY18 our Vision, Mission, and Guiding Principles will remain the same, however, we will have new and different FEB Leadership. My focus will be to continue to support the great work of the MN Federal Executive Board, Director, and Staff in the coordinating activities of education, outreach, leadership development and honoring excellence. It has been an honor and pleasure to serve as the MN FEB Chairman for FY17.

Finally, I would like to echo the words that our FY16 Chair, Dr. Michael Dutcher shared as he *transitioned* last year.

“Through our collective efforts and collaboration, in our FEB we are here to support each other and we are contributing to a brighter future for our agencies, our staff and for the public we serve - both now and for generations to come.”

We are an Exceptional Nation!!!

Lane Harstad
Chair,
Federal Executive Board of Minnesota



Vision	Be a catalyst for better government
Mission	Increase the effectiveness of the federal government by strengthening coordination of government activities
Guiding Principles	Service. Integrity. Excellence.

FEB National Network

Federal Executive Boards were established by Presidential Directive in 1961 to provide a forum for local federal leaders to share management challenges and strategies to meet agency missions and goals, identify common issues, develop collaborative initiatives, and share best practices among their peers.

The President has directed the head of every Executive Branch Agency to arrange for the leading official of their field office to personally participate on the Federal Executive Board. Membership is automatic and there are no dues or applications.

Business Lines

Through our three business lines and interagency councils, the FEB facilitates communication, sharing resources, workforce education, and intergovernmental partnerships. Each business line creates unique and exciting challenges and opportunities to interact with member agencies, employees, state and local governments, community organizations, and citizens. The councils within each business line offer training and collaborative opportunities for agency leaders, employees, and partners.

- Emergency Preparedness
- Workforce Development
- Intergovernmental Collaboration & Community Outreach



Spotlight on Minnesota

The Minnesota Federal Executive Board is one of 28 FEBs and represents over 90 Federal agencies and 44,500 Federal employees and Military personnel in Minnesota.

The Federal Government is the third largest employer in the state of Minnesota.

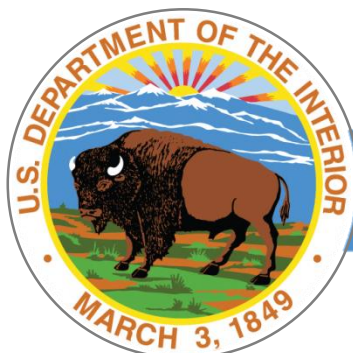
Department of the Interior Support

The FEBs were created by Executive Order but never funded, allowing each FEB to seek out support for staffing by one of the members. DOI has supported the MN FEB throughout our history, including staffing the FEB with two full time employees in FY2017. The Executive Director and Assistant Director would not be able to lead and engage agencies in MN without the support of DOI.

In FY2017, FEB staff partnered closely with DOI during a national level devolution exercise. MN FEB also hosted a DOI HQ employee to assist with a local FEMA COOP exercise that focused on the upcoming Super Bowl. FEB also worked with DOI to share updates to from Houston for federal employees affected by Hurricane Harvey.



Thank you to the U.S. Department of the Interior, Office of the Secretary, Office of Emergency Management for the outstanding support you provide to The Minnesota Federal Executive Board.



Office of
Emergency Management

Executive Summary

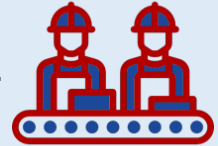
Recognized **86** civil servants and military servicemen for their achievements & service in 2016.



Shared **89** job announcements to increase the hiring pool for federal employees.



The CIC gave Lean Six Sigma trainings that gave **41** federal employees the skills to improve process efficiency.



The Combined Federal Campaign raised **\$707,404.20** in 2016

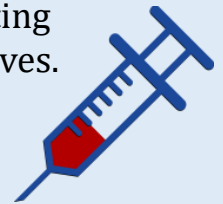


Provided Pre-retirement training for **371** federal employees and their spouses



Retirement
Plan
101

FEB Blood Drives received **59** pints of blood affecting up to **175** lives.



Non-Competitive Hiring Fair

With the beginning of the new administration, federal agencies were largely expecting a hiring freeze at the end of 2016. In order to assist agencies to hire and backfill positions in a timely manner, MN FEB in coordination with the Human Resources Council hosted a successful hiring fair for Non-Competitive Eligibles.

14

Federal agencies

350

Candidates in attendance

203

Positions available nationwide



Executive Summary

USAJOBS and Interview Skills trainings prepared **20** employees for advancement within the federal government



The Shared Neutrals Council performed 4 mediations, saving agencies an estimated **\$73,395** in arbitration fees.



Coordinated Closed POD preparations covering **20,161** federal employees, contractors, and volunteers.



Four FEB executive fellows contributed **812** total volunteer hours valued at nearly **\$16,000**.



The D&I Council hosted a school supply drive with donations from **14** agencies that were given to **3** in need schools.



Active Shooter training prepared 44 federal employees in emergency scenarios in the office



Social Media



Twitter

Nearly **300** new followers and over **10,000** impressions in FY17 .



Facebook

7% growth in page reach with **759** total likes

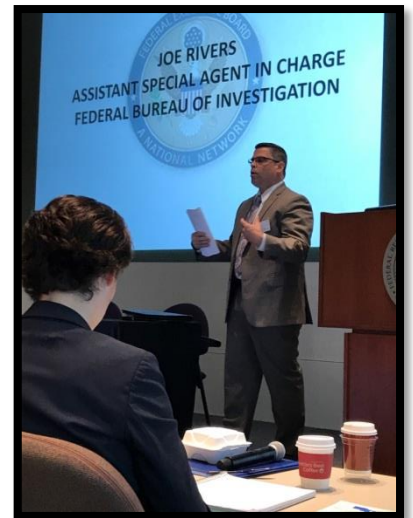


The Minnesota FEB sponsored the third annual congressional briefing at the Federal Reserve Bank of Minneapolis, representatives from:

11 congressional office from
4 states in attendance.

18 federal agencies presented crucial information about issues that their agencies are dealing with.

This event was in an effort to connect legislators with the federal government through education in issues that are critical to the constituents of the lawmakers.





Interagency Councils

Civil Servant of the Year Planning Committee

Chair: COL Angela Steward-Randle, Minnesota National Guard

Closed Point of Dispensing Task Force

Chair: Emily Wyatt, Minnesota Department of Health

Continuous Improvement Council – “FEB Innovation Lab”

Chair: MAJ Dwight Howell, US Army Corps Reserves

Chair: Carrie Hoffman, FDA

Diversity and Inclusion Council

Co-Chair: Mark Gutierrez, USDA RMA

Co-Chair: Courtney Ehinrich, DHS ICE

Federal Outreach and Leadership Development Council and Program

Chair: Nicole Haselberger, VA DMC

Vice Chair: Heidi DeBeck, FDA

Human Resources Council

Co-Chair: Angela Lennartson, CBP

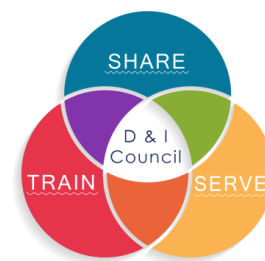
Co-Chair: Noelle Corbo, US Courts

Shared Neutrals Council (ADR program)

Chair: Corey Stoglin, DOL OFCCP

Small and Disadvantaged Business Opportunities Council (SADBOC)

Chair: Shaun McCleary, SBA



Federal Outreach & Leadership Development (FOLD)



This council of FOLD program graduates plans and executes a premier inter-agency leadership program for developing and supporting future leaders to deliver exceptional results in a dynamic environment.

- Incorporated a Servant Leadership capstone project into FOLD's curriculum, challenging cohort members to plan and execute a project to server their community
- Identified four "pillars" of curriculum focus: Communication, Collaboration, Conflict & Change Management, and Commitment to Diversity
- Graduated a successful cohort of 20 emerging leaders from 13 agencies

The FOLD council hopes to enhance our focus on commitment to diversity specifically by seeking to recruit a diverse pool of candidates for the program both in terms of agency and background.



40th Annual Civil Servant of the Year

The Civil Servant of the Year Awards ceremony honors the great work of our employees, both civilian and military.

- 86 nominees were honored for their excellence in civil service.
- 486 guests attended the event along with along with 8 exhibitors.
- 7 federal agencies participated in the council that planned this event.



Diversity and Inclusion (D&I) Council

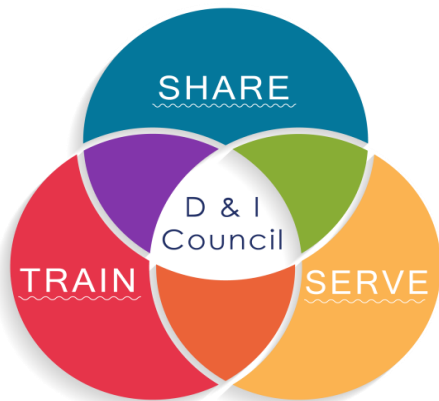


We exist to bring forward the importance of D&I to Minnesota's Federal workforce.

TRAIN: Partnered with Women Advocates to provide Stalker training.

SHARE: Special observances months opportunities including engagement with local events

SERVE: Collected 521 lbs of food that provided 734 meals to families in in the Twin Cities area. 14 agencies donated school supplies for three school where 95% or more of the students live below the poverty line.

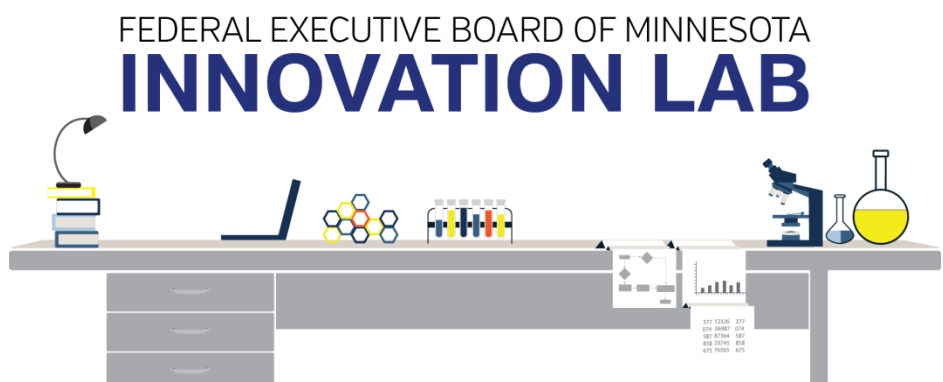
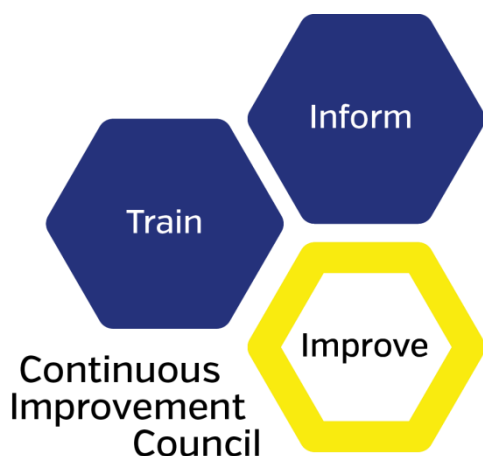


Continuous Improvement Council

The Continuous Improvement Council (CIC) leverages continuous improvement expertise throughout the federal community in order to help federal organizations improve one project at a time.

- Conducted Lean Six Sigma Green Belt training for 6 federal employees across 5 federal agencies.
- Conducted a benchmark tour with 3M's Corporate Lean Six Sigma and Quality programs.
- Trained 35 federal employees on process improvement basics.

Improve upon the capacity to assist federal agencies in executing process improvement projects.



Small and Disadvantaged Business Opportunity Council



SADBOC provides networking opportunities to federal, state, and local agencies and small and disadvantaged businesses in government procurement.

- Hosted 18th Annual SADBOC Government Procurement Fair.
- 966 attendees and 68 exhibitors.
- 360 completed business to contracting officer matches made.

We continue to provide support to disadvantaged small business at all levels of the procurement process.



Human Resources Council

The HR Council serves as a venue to coordinate and implement HR activities and trainings that facilitate the sharing of information and resources to recruit, benefit, engage, and retain a high-caliber workforce throughout the entire Federal community. Top three achievements of the past fiscal year:

- Non-Competitive Eligibles Hiring Fair
- OPM Hiring Excellence Initiative
- OPM USA Staffing Virtual HR Conference

In the upcoming fiscal year, additional emphasis will be on cost-sharing for trainings, targeted recruitment, and job fairs for special hiring authorities



Federal Safety and Health Council



The Federal Safety and Health Council serves as a focal point for resources and expertise on safety and health issues in federal agencies. They were awarded the OSHA Outstanding Performance award in FY17. The council has 56 members representing 29 different government agencies.

Shared Neutrals Council

The Shared Neutrals Program used Alternative Dispute resolution to resolve 4 disputes saving and estimated \$73,395 in FY17. The Council also quardinated mediator refresher training for 9 federal employees.





CHAIR

LANE HARSTAD
Federal Mediation and
Conciliation Service

FIRST VICE CHAIR

COL ANGELA STEWARD-RANDLE
Minnesota National Guard

SECOND VICE CHAIR

DAVID KING
Department of Labor –
Wage and Hour Division



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VA Debt Management Center

SECRETARY

DESIREE PHILLIPS
US Citizenship and Immigration
Services

EXECUTIVE DIRECTOR

ANDRIA HORWITZ
Federal Executive Board
of Minnesota